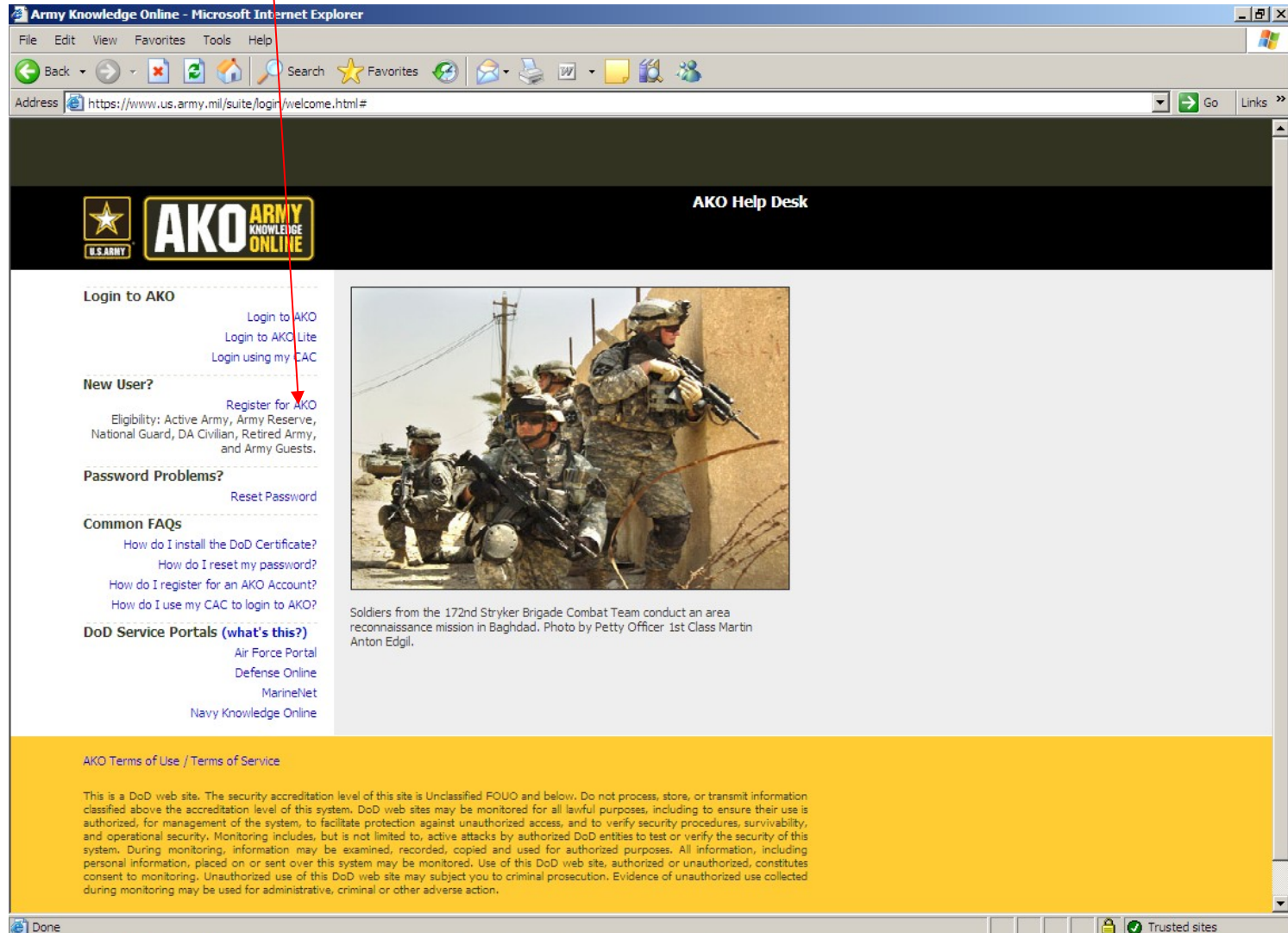


1. **New User** Go to <https://www.us.army.mil>
2. Click Register for AKO



3. Click Create Guest Account

The screenshot shows the Army Knowledge Online (AKO) registration page in a Microsoft Internet Explorer browser. The page title is "Army Knowledge Online - Microsoft Internet Explorer". The address bar shows the URL: <https://www.us.army.mil/suite/login/welcome>. The page features the AKO logo and a "U.S. ARMY" badge. The main content area is titled "Army Portal Registration" and is divided into three sections: "Authorized full accounts include the following:", "Guest accounts include the following:", and "Utility accounts should be used to provide organizational email addresses.".

Authorized full accounts include the following:

- Active Army
- Army Reserves
- Army Retired
- DA Civilian
- DA Civilian, Retired
- Future Soldiers
- Medical Retired
- NAF Civilian
- National Guard
- National Guard, Retired
- ROTC Cadets (MS III and IV)
- U.S. Military Academy Cadets

Guest accounts include the following:

- Army Volunteer
- Contractor
- DoD Civilian
- Family Member of Full AKO Member
- Federal Civilian Agencies
- Foreign Officer (attached to U.S. Army)
- Homeland Security
- Incoming DA Civilian ([what's this?](#))
- Military Transition ([what's this?](#))
- Incoming Future Soldier
- Local National Employee
- Medical Discharge
- ROTC Cadets (MS I and II)
- US Air Force
- US Coast Guard
- US Marine Corps
- US Navy

Utility accounts should be used to provide organizational email addresses.

Buttons:

- [Create Full Account](#)
- [Create Guest Account](#) (indicated by a red arrow)
- [Create Utility Account](#)

Left Sidebar:

- Login to AKO**
 - [Login to AKO](#)
 - [Login to AKO Li](#)
 - [Login using my CA](#)
- New User?**
 - [Register for AK](#)
 - Eligibility: Active Army, Army Reserve, National Guard, DA Civilian, Retired Army and Army Guest
- Password Problems?**
 - [Reset Password](#)
- Common FAQs**
 - [How do I install the DoD Certificate](#)
 - [How do I reset my password](#)
 - [How do I register for an AKO Account](#)
 - [How do I use my CAC to login to AKO](#)
- DoD Service Portals ([what's this?](#))**
 - [Air Force Portal](#)
 - [Defense Online](#)
 - [MarineNet](#)
 - [Navy Knowledge Online](#)
- AKO Terms of Use / Terms of Service**

This is a DoD web site. The security accreditation is classified above the accreditation level of the authorized, for management of the system, and operational security. Monitoring includes system. During monitoring, information on personal information, placed on or sent over consent to monitoring. Unauthorized use of during monitoring may be used for administrative purposes.

Right Sidebar:

- [Go](#)
- [Links](#)

Footer:

Trusted sites

4. Fill out form with required information and follow directions

The screenshot shows the 'Army Knowledge Online - Microsoft Internet Explorer' window. The address bar displays 'https://www.us.army.mil/suite/login/wel'. The page title is 'Army Knowledge Online'. The main content area is titled 'Army Portal Registration' and contains two main sections: 'Account Information' and 'User Information'.

Account Information

Enter the AKO User Name of your Army sponsor.

* **Army Sponsor:**

Choose the category that best describes you.

Note:

- Accounts for **Cadets** are only available to collegiate cadets.
- Accounts for **Foreign Officers** are only available to officers attached to the U.S. Army.

* **Account Type:**

User Information

Your user name will be automatically generated from the names you enter. For example:

- First.Last
- First.MI.Last
- First.Middle.Last
- Nickname.Last
- First.Last(Suffix)

* **Title:**

* **First Name:**

Middle Name:

* **Last Name:**

Nick Name:

Suffix:

Social Security Number is mandatory for **Cadet**, **Incoming Future Soldier**, **Incoming DA Civilian** accounts, **Military Transition** accounts, optional for all others. This is only used for identification purposes.

Social Security Number:

Enter your current organization (e.g. PEO STAMIS).

Organization:

Enter the address of your current organization (e.g. 9350 Hall Road, Suite 142, Fort Belvoir, VA 22060-5526).

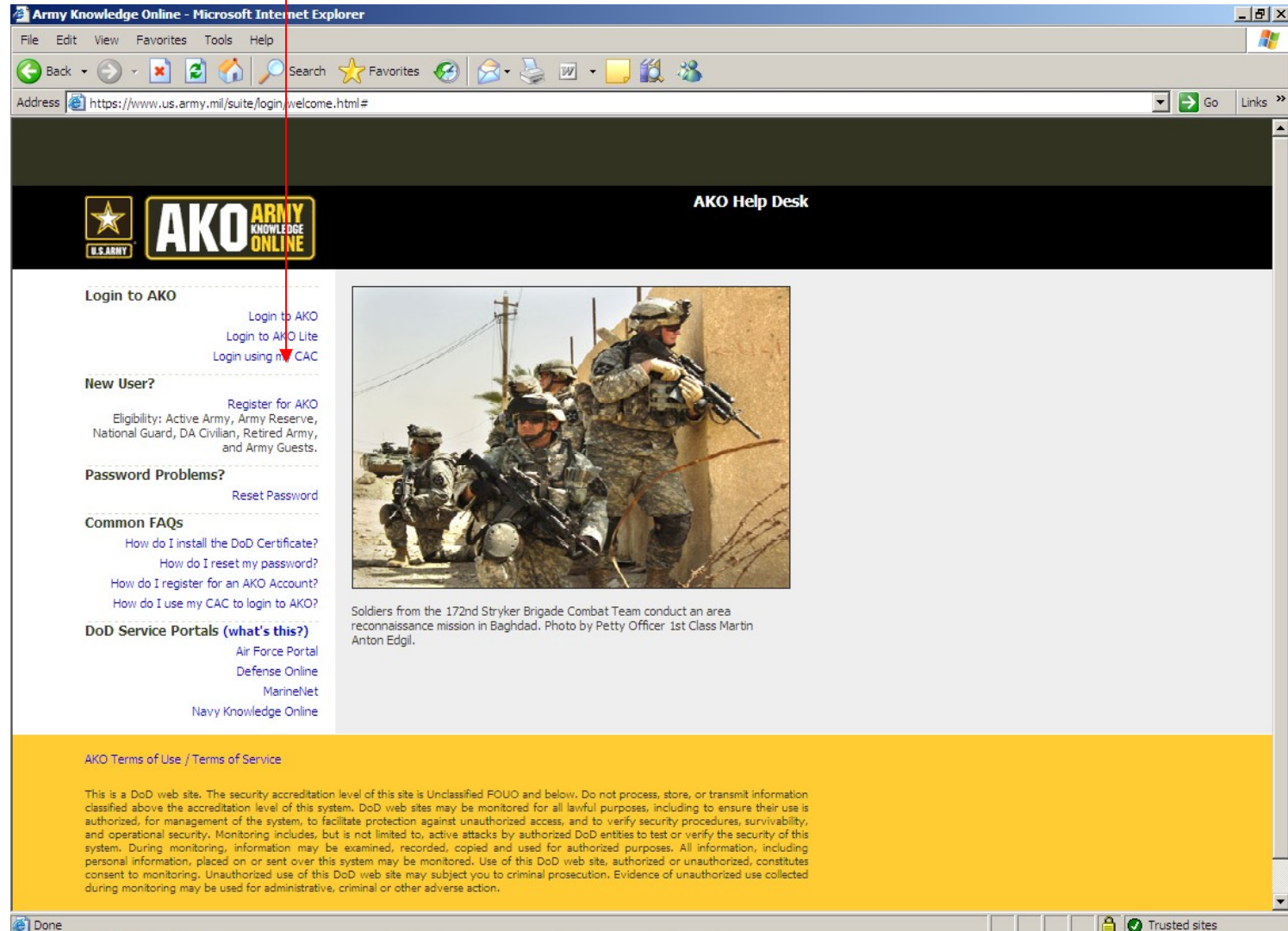
Organization Street Address:

Organization City:

The left sidebar contains links for 'Login to AKO', 'New User?', 'Password Problems?', 'Common FAQs', and 'DoD Service Portals (what's this?)'. The bottom of the page features a yellow banner with 'AKO Terms of Use / Terms of Service' and a security notice.

5. **Sponsor** Go to <https://www.us.army.mil>

6. Click Login using CAC



7. Click My Account from the toolbar

The screenshot shows the Army Knowledge Online (AKO) website in Microsoft Internet Explorer. The browser window title is "Army Knowledge Online - Microsoft Internet Explorer". The address bar shows "https://www.us.army.mil/suite/authenticate.do". The website header includes the AKO logo and the text "Welcome, Lowell Seal (CAC Session) | My Account | Help | Logout". Below the header is a navigation bar with links for "My Workspace", "Knowledge Networks", and "Site Map". A secondary navigation bar contains icons for "email", "files", "forums", "groups", "im/chat", and "my forms". The main content area is titled "Home" and features a "Live Webcasts from LandWarNet 2006" section with a photo of a man speaking at a podium. To the right of the photo is text about the webcast and a link to watch. Below this is a "New AKO Homepage!" announcement. On the left side, there is a sidebar with a search bar, "My Favorites" section, and "Army Organizations" section. At the bottom, there are sections for "AKO Services", "Army Wide Announcements", and "Army Links (Active Army Officers)".

Address: <https://www.us.army.mil/suite/authenticate.do>

Welcome, Lowell Seal (CAC Session) | [My Account](#) | [Help](#) | [Logout](#)

My Workspace Knowledge Networks Site Map

email files forums groups im/chat my forms

Wednesday, 23 August 2006

Home

Live Webcasts from LandWarNet 2006

LTG Boutelle (CIO, US Army), LTG Croom (Director, DISA) and other key IT leaders will speak at this year's LandWarNet conference, August 21-24, 2006 from Fort Lauderdale, FL. The LandWarNet plenary sessions will be webcast live through the Army Streaming Media servers. To watch you must have QuickTime 7 installed on your computer.

[Click here to watch...](#)

DOIMS, click here for a list of ports and protocols that must be opened to allow users to watch the webcast...

New AKO Homepage!

On 26 August, AKO will release a new and improved homepage. The new homepage has a great new look and feel and has been designed to help you find your way around faster. To learn more:

- Take a complete [Tour of the New Homepage](#)
- For a quick overview, check out the special edition of AKO at a [Glance - The New Homepage](#)
- Visit the [AKO Homepage Upgrade site](#) to see the photo gallery and to send us feedback

AKO Services

Army Wide Announcements

23 Aug 2006 - [New Army GPS Website](#)
Army PM GPS has established a new home page

Army News

- [Soldiers hone response to civil emergencies](#)
- [Online program eases uniform ordering for deployed Soldiers](#)
- [Nemechek claims season's first win](#)
- [Black Knights step up performance](#)
- [RE/MAX helps military spouses on career path](#)
- [More](#)

Early Bird News

- [show headlines](#)

AKO Links

- [About AKO](#)
- [AKO Updates](#)
- [Army Application Directory](#)
- [Inside AKO](#)
- [Single Sign-on](#)

Army Links (Active Army Officers)

- [DA Photo](#)

8. Click Sponsor Management from the toolbar

9. The Sponsor will need to Approve the new account

The screenshot displays the Army Knowledge Online (AKO) interface in Microsoft Internet Explorer. The address bar shows <https://www.us.army.mil/suite/authenticate.do>. The user is logged in as Alex Howell (CAC Session). The navigation bar includes links for My Workspace, Knowledge Networks, Site Map, and various tools like email, files, forums, groups, im/chat, and my forms. The main content area is the 'Sponsor Management Console', dated Wednesday, 23 August 2006. It features a search bar and a list of links including User Info, Change Password, Mail Options, Vacation Message, IM Preferences, CAC Registration, My Profile, and Sponsor Management. A message states: 'Please note that verified guest accounts will be renewed for a maximum of 365 days. Unverified guest accounts can only be renewed for a maximum of 120 days. If your guests are eligible for verified accounts, please tell them to login to AKO (https://www.us.army.mil), click on "My Account" (upper right), and click on the "Verify Account" button. To learn more about verified and unverified guest accounts, please consult the AKO Account Policy document.' Below this, there are two sections: 'New Sponsored Accounts' and 'Existing Sponsored Accounts'. The 'New Sponsored Accounts' section has a table with columns: Username, Approve, Reject, Account Type, External Email, Register Date, and Revoke Date. A red arrow points to the 'Approve' button. The 'Existing Sponsored Accounts' section has a table with columns: Username, Reapprove, Change Sponsor, Change Type, Reject, Account Type, External Email, and Revoke Date. Both sections indicate 'You have no pending sponsored accounts to review' and 'You have no sponsored accounts to manage' respectively. The left sidebar contains links for My Favorites, Pages, Links, Files, Forums, Army Organizations, Self Service, and Reference.